**Executive Summary**

This report covers the project management review and analysis of the Web to Print Weltec IT7351Project completed by Chesda Reth, Hema Pasupuleti and Helen James during Semester 2, 2013.

The aim of this project was to find a suitable Web to Print service for Copy Express Limited, Petone. Copy Express is a small to medium sized print business dealing with various printing needs including Business cards, Flyers, Banners, Brochures and specialised one off print products. There are large number of companies that provide Web to Print software in the form of either a cloud based SaaS(**S**oftware **a**s **a** Solution) prescribed service or a package to be deployed on your own servers (Licence based).

The key focus of this project was to analyse and assess the current Copy Express system status (functional and technical), asses their future requirement based on their desired business growth and market strategy and propose a feasible solution.

We a team of three WelTec students utilised our skills, knowledge and experience gained by our study and life experiences to set about utilising various tools, techniques and applying a methodology. A large amount of our time was spent on researching the internet, communicating with solution providers, having online demos and assessing each and every solution to the client’s requirements. Since we had selected to apply the RUP methodology and use case based testing procedure, the project was divided into relevant phases. Each phase resulted in fine tuning of our research by eliminating potential solutions that did not meet the analysed requirements. We documented all the findings, strengths, weakness of both Discarded & Continued solutions as well as our experiences throughout the process.

By the time the project progressed to the final Transition phase we had successfully found and recommend a solution which fulfils majority of the requirements, and had worked towards minimising the impact of the requirements that were not met. The recommended solution was thoroughly tested and reported on and the team also had developed a CSV macro to integrate the recommended Solution (OnPrintShop) to the Xero accounting system; that the client can later adapt if he chooses to.

The project process has allowed the team members to apply their knowledge to a real world situation. Each member has a better understanding of a business seeking growth by the use of technology and of the importance of good requirements gathering, accurate and thorough testing and sticking to a well prepared project schedule.

The team displayed professionalism, support, dedication, commitment and co-operation throughout the progress of this project within the team as well in all our external dealings and interactions to make this project a success.